



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**ACCOUNTANT TRAINEE *or*
ACCOUNTING OFFICER, SPECIALIST
\$3,027-\$3,505 (AT) *or* \$3,589-\$4,363 (AO)
ACCOUNTING SERVICES BUREAU
SACRAMENTO**

The Department of Insurance has an opening to be filled at the Accounting Officer, Specialist classification to work in the Accounting Services Bureau's Revolving Fund/Payroll Unit. For recruitment purposes, this position may be filled at the Accountant Trainee level.

RESPONSIBILITIES: Under the general supervision of the Accounting Administrator I, performs professional accounting duties of average difficulty in the Revolving Fund/Payroll Unit. Audit and schedule the in-state, out-of-state, out-of-country, and transit travel expense claims; prepare, post, and reconcile transactions in CALSTARS; review and certify revolving fund schedules before submission to the State Controller's Office for reimbursement; correspond, confer, and resolve verbal and written issues with departmental staff at various levels. Issue and clear miscellaneous vendor prepayments and expedited vendor payments; analyze and take appropriate action to clear the CALSTARS D02 and D11 reports monthly. Provide assistance to department staff and management regarding issues that pertain to the Revolving Fund/Payroll Unit.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Excellent oral, written, and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current State employees at the Accountant Trainee or Accounting Officer, Specialist level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed, however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Ellen Uy, Accounting Services Bureau, Department of Insurance, 300 Capitol Mall, 14th Floor, Sacramento, CA 95814. **PLEASE INDICATE "Accountant Trainee #192-4179-XXX" or "Accounting Officer, Specialist #192-4546-XXX" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3381.

FINAL FILING DATE: **December 27, 2004 or Until Filled**

NOTE: Interested individuals, including list eligible candidates, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD